

CEPI Helpful Hints- Limited English Proficiency (LEP) Reporting

Below you will find instructions on how to exit LEP proficient students timely in *MSDS* as well as the process to resolve students that were falsely reported as LEP in *MSDS*. *Please note that for the 2016 – 2017 school year, Limited English Proficiency (LEP) will be changing to English Learner (EL).*

When do I exit a student as LEP proficient in MSDS?

Districts may exit students from LEP in *MSDS* when they receive the WIDA proficiency test results. In order to ensure that a student is not labeled as LEP for the following school year, the district must exit the student from LEP in *MSDS* by entering the LEP Exit Date with a date that is **on or before June 30th of that school year**.

If the district does not receive the student's WIDA proficiency results until after June 30th of the current school year, there is a window to enter proficiency results via the Student Record Maintenance Collection. Typically, this correction window runs mid-July to mid-September. If you have not exited the student by June 30, or in the SRM Collection during the allotted window, the student **will** remain LEP for the next school year.

*Please note, if the student has graduated and is not proficient, report the applicable District Exit Status and the District Exit Date within the Enrollment Component. If the student tested proficient and graduated, report both the LEP Exit Date and District Exit Status.

When do I stop reporting a student as LEP?

Once you report the LEP Exit Date (prior to June 30 of that school year or during the SRM Collection window mid-July through mid-September) you should no longer report the student as LEP. Districts should update their SIS system so the student is not reported as LEP in the future collections.

How Do I Enter an LEP Re-Entry Date?

The LEP Reentry Date is submitted when the student has transitioned out of English-language acquisition programs in the last two years, but was reclassified as LEP after transitioning. The student is reclassified as LEP because of classroom performance, state test performance, teacher recommendation, self-referral, parent request or other reasons.

LEP Reentry Date

What should I do if I accidentally reported a student in MSDS as LEP?

Option 1: Correcting a false LEP is an annual process completed in the Michigan Department of Education's [Secure Site](#). To correct a false LEP, districts must submit a [WIDA Test Exception](#) between mid-December and late January. The appeal should include the initial home language survey (HLS), the date of first enrollment in any public district in Michigan, and how the false LEP reporting error occurred. Once your request has been submitted in the Secure Site, the MDE Title III team will review and either approve or deny the request. If the request is approved, MDE will notify CEPI and have the LEP flag removed from the student's records. There is nothing more the district needs to do in MSDS once the false LEP has been approved; however, the district should make sure local records are updated so that the LEP is not mistakenly reported again. You may still see LEP warnings in your collection during the Quality Review process, even though you entered the LEP Exit Date on time. This will disappear with the beginning of a new school year.

Option 2: If you miss the false LEP reporting period, the student will remain LEP for the entire school. The district will then need to retest the student even though the student is proficient. Once the proficiency score is received, the district can exit the student **on or before June 30 of that school year**.

A new student came to our district as LEP but they are not, what do we do?

If a student transfers to your district from another and they are marked as LEP in error your district is still responsible for testing that student. If the student comes to the

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district during the false LEP reporting window, either your district or the previous district must follow the process in the Secure Site to report the false LEP submission. If you missed the false LEP reporting window then your district is responsible for testing the student. If the student is not retested, this may affect the districts AMAO rates as well as the 95 percent points for participation rate that must be met. For more information on how this will negatively affect the district, please contact the Michigan Department of Education Division of Accountability Services at BAA@michigan.gov.

*Please note, additional LEP reporting information can be found in the current MSDS Collections Detail Manual on the CEPI [MSDS homepage](#).